



## **COMMUNITY DEVELOPMENT MANAGER**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To manage, supervise and coordinate the activities of the Economic Development Department in attracting new industry, business, and investments to the City; to coordinate economic development, redevelopment and revitalization activities with other City divisions and departments; and to provide highly complex staff assistance to the City Manager.

### **Supervision Received and Exercised:**

Receives administrative direction from the City Manager or from other supervisory or management staff.

Exercises direct supervision over professional and clerical staff in assigned area.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Manage, supervise and coordinate goals and objectives as well as policies and procedures necessary to administer economic development program services; develop new or modified systems, policies and procedures.
- Administer, plan, and direct the activities of the Economic Development, Revitalization and Redevelopment, and Rio Salado Project Divisions, including the Redevelopment; Business Retention and Recruitment; Housing Assistance, Development and Grants; Neighborhood Rehabilitation and Revitalization; Town Lake Operations and Code Compliance Programs; advise, consult and provide information to the City Manager regarding redevelopment, housing, neighborhood rehabilitation and code compliance issues and policies.
- Analyze, develop and present recommendations on complex economic development/redevelopment proposals; provide technical expertise in the formulation of recommendations on financial and development plans for various boards, committees, commissions and the City Council; perform related duties as assigned.

*Revised January 2002 (reclassified to a Department Head)*

*Effective November 1988*

*Revised August 1995*

*Revised July 2002 Range Changed*

*Revised January 2005 (reclassified)*

## CITY OF TEMPE

### Community Development Manager (continued)

- Review and approve a variety of contracts and agreements pertaining to related grants and program participants; send and receive a variety of correspondence regarding grants and programs; prepare and submit reports, correspondence and other required documents to federal, State, and other agencies.
- Confer with engineers, developers, architects, attorneys, property owners, consultants, a variety of agencies and the general public in acquiring information and coordinating economic development, redevelopment, neighborhood revitalization, and housing matters; provide information regarding City development requirements.
- Manage, supervise and participate in the planning, development and implementation of the Rio Salado development site.
- Develop, plan, implement, and manage Division goals, objectives and workplans; assign work activities, projects, and programs; monitor workflows; recommend, administer, review and update administrative practices, procedures and policies.
- Select, train, motivate and evaluate subordinate personnel; work with employees to correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures; implement discipline and termination procedures.
- Respond to and resolve difficult and sensitive inquiries, complaints and requests for services from citizens, applicants, clients and property owners in an open and creative manner. Communicate and provide information to the public regarding redevelopment, housing, neighborhood revitalization and code compliance matters through correspondence, interviews, and telephone calls; manage the development and administration of the Division budget.
- Participate in a variety of boards, commissions and planning committees; present information and recommendations on projects, programs and documents of a specialized nature in a variety of community meetings; analyze, develop and present recommendations on complex housing and neighborhood revitalization proposals and issues
- Ensure that economic development activities comply with City goals, policies and procedures, as well as local, Federal and State regulations; develop and maintain required reports, files and records.
- Develop, propose and implement services, programs and policies for effective recruitment of new industry, new business, and new investments in the area; propose and develop policies to stimulate expansion of existing industry, existing business, and existing investments in the area.

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### Community Development Manager (continued)

- Confer with government officials, lenders, private sector companies and firms, and others to effect changes in local policies to encourage industrial and commercial expansion and new development.
- Act as liaison to existing industrial and business land and building owners, developers, marketing firms, financial transportation and utility firms, and Federal, State, regional, and county agencies regarding loans, grants, data, and educational resources relating to the economic development program.
- Implement Federal Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and Neighborhood Enhancement programs; administer and prepare annual applications for federal, State, and/or other funds.
- Manage, supervise and participate in the preparation, development and evaluation of highly technical studies, reports and analyses related to office activities; analyze and evaluate study results.
- Supervise and participate in the development and administration of the Economic Development Program budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.
- Provide technical assistance to the City Council, commissions, committees and higher level members of City management in matters related to a wide variety of economic development activities and programs.
- Meet with members of outside agencies and the public including local developers, members of the business community and citizen groups to explain City services, programs, policies, procedures, goals and objectives; resolve difficult economic development related problems and questions.
- Select, train, motivate and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Attend meetings of local industrial, commercial and civic organizations to increase community contact and develop understanding of the economic development program.
- Assist new and existing firms with expeditious permit processing and capital needs including packaging of financing from Federal, State and local sources.
- Research redevelopment and economic development problems and prepare a variety of comprehensive reports.
- Serve as faculty of the Tempe Learning Center.

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Community Development Manager (continued)

- Perform related duties as assigned.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Five years of increasingly responsible experience in economic development, community development, urban revitalization or related field.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, public or business administration, finance or a related field.

**This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

**Job Code: 0387**

**Salary Range: 165**

**FLSA: Exempt**